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**UNITED STATES MISSION-BOGOTA
VACANCY ANNOUNCEMENT**

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No. 054-2013

May 21, 2013

OPEN TO: All Interested Candidates
POSITION: VOUCHER EXAMINER (0011858F)
OPENING DATE: Tuesday, May 21, 2013
CLOSING DATE: Tuesday, June 4, 2013
WORK HOURS: Full time; 40 hours/week
SALARY: FSN/PSC – 8 Col.
Ps. \$39,538,411.00 – Col. Ps. \$65,238,379.00

Final salary determination based on incumbent documented salary history, not to exceed the maximum amount established in this advertisement.

TO APPLY

- If you meet all the requirements for this position, please submit a Foreign National Employment application form no later than the closing date at 4:00 p.m. Eastern Standard Time. The application form may be requested via e-mail at: BogotaHR@usaid.gov or BogotaHRAApplicationForm@state.gov
- Applicants may attach copies of any other documentation (e.g. essays, certificates, awards, degrees earned) that addresses the qualification requirements of the position as listed below.
- Applications should be delivered directly to the U.S. Embassy (as instructed below). **Please note:** the Embassy does not use representatives on its behalf during the recruitment process, nor do we charge any fees. Please contact the HR Office immediately if you are contacted by a third party and/or asked to pay a fee.

SUBMIT APPLICATION TO:

American Embassy
c/o **USAID** Human Resources Section
Carrera 45 No. 24B-27 (Post 2)
Bogota, Colombia

APPLICATIONS WILL NOT BE RETURNED. APPLICANTS SHOULD KEEP A COPY FOR THEIR FILES TO APPLY FOR UPCOMING VACANCIES.

APPLICANTS WHO ARE NOT SELECTED FOR INTERVIEWS WILL NOT BE CONTACTED.

PROFILE OF THE POSITION

The U.S. Agency for International Development is seeking an individual for the position of Voucher Examiner in the Office of Financial Management.

BASIC FUNCTION OF POSITION

This position is located in the Office of Financial Management (OFM), USAID/Colombia, Bogotá. The primary purpose of this position is to serve as Voucher Examiner for the USAID/Colombia Office of Financial Management. USAID/Colombia has a diversified and complex program which is the largest program, in terms of funding, in the LAC Bureau. The basic functions of this position include performing all

duties required in the reviewing, auditing and recording of different types of vouchers involving program and operating expense funds.

MAJOR DUTIES AND RESPONSIBILITIES

As a USAID employee, the incumbent carries responsibility to understand and incorporate the Agency's five core values in all aspects of his/her work. These core values are: 1. Customer Focus, 2. Results Orientation, 3. Empowerment and Accountability, 4. Teamwork and Participation, and 5. Valuing Diversity.

1. Prior to sending the vouchers to USAID/San Salvador for processing and certification, the incumbent reviews all types of difficult and complex program and OE funded payment vouchers, including but not limited to the following: payment claims under contracts, purchase orders (local and U.S. vendors), grants and cooperative agreements. This procedure includes the following steps:
 - a) Verify that appropriate authorizations and certifications are attached along with valid supporting documentation and/or receipts, and that financial data is accurate and complete.
 - b) Determine that claims are in accordance with established USAID regulations, disbursements procedures, agreements and contract provisions.
 - c) Review to verify that un-liquidated (sub) obligations/ (sub) commitments balances are sufficient to process payment or advance requests and ensure that improper or duplicate payments do not occur. Ensure that Final Payment Vouchers are properly marked and appropriate action is taken.
 - d) Ensure that the payment documentation is internally consistent and complete before submission to USAID/San Salvador for processing and certification. This task requires that the incumbent knows how to upload vouchers into ASIST.
2. Follows up on receipt of certified vouchers from San Salvador to complete the file and distribute copies of the certified vouchers as necessary. As the prime liaison between the USAID/Colombia and USAID/San Salvador, the incumbent is responsible to solve any issues or questions from the payment station and/or the payees as needed. In addition, the incumbent keeps track of incoming invoices and certified vouchers to assure compliance with payment regulations and payments to be processed on time. This person manages the overall work flow and planning for all vouchers.
3. As needed and in specific cases where vouchers are not sent to San Salvador for processing and certification, the incumbent examines, processes and prepares the vouchers for certification. This task requires that the incumbent reviews and processes a full range of vouchers of various levels of difficulty and complexity for payment of goods and services relating to USAID project activities and administrative actions. The incumbent is required to use several complex modules in Phoenix to successfully complete the proper examination of all vouchers. S/He ensures that proper funding codes, document numbers, correct agent codes, payee bank information and other required information is used and it is correct.
4. Runs the VADR reports and maintains a log to review 1166 postings. Recovers 1166 information from the Embassy's FMO for the transactions posted by Embassy FMO affecting USAID accounts to updated USAID accounting records. Records 1166 transactions in USAID's accounting system Phoenix. As part of this process, the incumbent follows up on VAT reimbursement processing and once the reimbursement is received, identifies the accounting information that will be used to record proper transactions in the accounting system.
5. Performs post review of vouchers at the implementing agencies where accounting systems have been approved and cost summaries submitted. This will involve a complete review of supporting documents and submitted cost summaries. In conjunction with the Financial Analyst or Accountant, the incumbent will test internal control procedures of the implementing agencies. H/She maintains appropriate contract control sheets and working files for each individual project obligation/commitment and advance. This will ensure the control of all individual line items of the obligation/commitment. These files will also contain copies of the obligation/commitment document and all vouchers processed for the account. Subsidiary working papers for advances in both US dollars and local currency for aiding in the voucher review process.

6. Other Duties:

- a) Actively reviews outstanding advances and actively performs necessary follow-up, including written memoranda to the activity managers.
- b) Runs Citibank statements for both travel and purchase credit cards, and processes payments accordingly.
- c) Provides information and guidance to activity managers, employees, grantees, suppliers and contractors regarding payment matters.
- d) Maintains a Voucher Tracking System to keep which involves updating and running reports for weekly meetings on the status of payment.
- e) Prepares short memoranda to activity managers explaining reasons for disallowances of processed vouchers. Requests additional documents or clarification when required, and provides copies of all paid vouchers to activity managers or payee.
- f) As required, may provide training and instruction to USAID's implementing partners, grantees, and mission personnel about payment procedures, contract allowances and other payment matters.
- g) Reviews and prepares information on payments to complete the Improper Payment (IPIA) reporting analysis.
- h) Assists the Accountant in the development of quarterly 1311 review and accruals expenditures by instrument.
- i) As needed, may serve as the Mission's back up Cashier.
- j) Performs additional duties and responsibilities as assigned by the Controller and/or the Chief Accountant.

REQUIRED QUALIFICATIONS

Note: Candidates who do not meet these required qualifications will not be considered.

- a. **Education:** A university degree in Accounting, Finance or Business Administration is required.
- b. **Prior Work Experience:** Three years of progressively responsible experience in voucher examination, accounting and fiscal work is required.
- c. **Post Entry Training:** Specific on the job training in the operation of USAID's unique accounting system known as Phoenix, Attendance to the voucher Examination for beginners and advanced courses and USAID's Financial Management Overview course, when offered. Training in USAID's electronic document storage system (ASIST), to upload and retrieve payment documentation as needed.

Obtain knowledge of relevant portions of USAID's Automated Directive Systems (ADS), Phoenix training material, Mission Internal Procedures, Federal Travel Regulations, and Department of State Standardized Regulations.
- d. **Language Proficiency:** Level IV fluent written and oral English and Spanish skills are required.
- e. **Knowledge abilities and skills:** Ability to properly execute the payment process, including detailed technical program regulations as exists in USAID programs. Must have tact and ability to explain clearly the reasons for any questioned costs under USG regulations. Proficiency in Microsoft Office applications, specifically MS Word and Excel. Supervision skills are highly desirable. and Outlook).

POSITION ELEMENTS

- a. **Supervision Received:** Employee directly reports to the Chief Accountant who outlines duties and responsibilities in terms of Mission policy and objectives. Work is reviewed primarily in terms of accomplishments and adherence to USAID regulations and Mission policy.
- b. **Available Guidelines:** USAID's Automated Directive System (ADS), Foreign Affairs Manuals and Foreign Affairs handbooks, Federal Travel Regulations, Mission orders and U.S. Department of State Standardized

Regulations.

- c. **Exercise of Judgment:** Responsible for applying basic guidelines to the review of complex grant advances, payments, claims by contractors, and vendors. Internal reviews will be conducted on mission employee claims resulting from travel vouchers, separate maintenance allowances, education allowances, educational travel, etc.
- d. **Authority to Make Commitments:** Not authorized to make commitments, monetary or otherwise, on behalf of the USG.
- e. **Nature, Level, and Purpose of Contacts:** Responsible for maintaining close working relations with COR/AORs, activity managers, financial management staff, implementing agencies and contractors in order to permit the expeditious processing of advances and payments as well as to resolve issues with documentations resulting from disallowances.
- f. **Supervision Exercised:** This is a non-supervisory position.
- g. **Time Required to Perform Full Range of Duties:** One year without prior USAID experience or less than one year if the incumbent has prior USAID's experience.

SELECTION CRITERIA

50 points Work experience demonstrated in voucher examination, accounting and fiscal work.

35 points Evidence of strong communication, interpersonal and organizational skills.

15 points Demonstrated good computer skills, especially with Microsoft Office applications and more specifically in MS Word and Excel.

ADDITIONAL SELECTION CRITERIA

- 1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
- 2. Current employees serving a probationary period are not eligible to apply.

APPLICATIONS MUST BE RECEIVED IN THE HUMAN RESOURCES SECTION OF THE US AGENCY FOR INTERNATIONAL DEVELOPMENT BY TUESDAY, JUNE 4, 2013 NOT LATER THAN 4:00 p.m. EASTERN STANDARD TIME.

The US Mission in Colombia is an Equal Opportunity Employer. Candidates will receive consideration without regard to race, color, religion, sex, national origin, disability, age, or sexual orientation.

USAID handles their own recruitment processes.
For any questions in regard to this recruitment process please contact USAID Bogota office directly.